

CLEAN OUT YOUR FILES

The last issue of the Support Bulletin had an article on the Public Laws which specify the types of Government records that must be kept. Today we want to emphasize the other side of the coin. Some administrative paperwork, and other office material can be destroyed without violating the law. The destruction or release of the items listed below can improve the efficiency and economy of your operations, as well as, release costly file space. Naturally, any action will be governed by your office needs and Records Control Schedule.

You may destroy:

1. Old Pamphlets and Bulletins.
2. Obsolete telephone directories from government Agencies.
3. City telephone books and yellow pages prior to current one.
4. Agency and employee circulars and newsletters of transitory value.
5. Circulars, announcements, and advertisements of events long past.
6. Lists and tables subsequently superseded.

7. Obsolete or rescinded administrative and regulatory issuances.
8. Obsolete catalogues.
9. Unused publications from government agencies and manufacturers.
10. U.S. Government Organization Manuals prior to present issue.
11. GSA stores catalogues prior to current issue.
12. U.S. General Accounting Office non-current salary tables.
13. Congressional Records (except tear sheets) prior to current session.
14. Congressional Records Summaries.
15. Congressional Directories prior to latest issue.
16. Federal Registers (except tear sheets).
17. Unneeded copies of legislative hearings.
18. Information copies of cables, telegrams, dispatches, and memorandums not part of official files.
19. Drafts and working notes for completed reports and staff papers.
20. Extra copy Chrono or reading files more than 2 years old.
21. Newspapers, magazines, and clippings no longer used or needed.

22. Press notices and releases.
23. Extra or stock copies of documents and publications no longer needed for distribution.
24. Stenographic notebooks from which notes have been transcribed.
25. Used hectographs, stencils, and multilith mats more than one year old.
26. Publicity and literature used for past charity drives and so forth.
27. Obsolete railroad, plane, and ship timetables.
28. Old price lists and catalogues.
29. World Almanacs prior to current issue.
30. Obsolete blank forms. (See current Forms Supply Catalog.)

OTHER FILE REDUCTION HINTS

Look for these items that can be returned for re-use:

1. Books and other reference material BEARING A  
and  
LIBRARY NUMBER /not being used currently.
2. Unneeded reference materials gathered for projects  
now completed.
3. Excess office supplies and forms.
4. Broken or excess office furniture and record equipment.
5. Several duplicate sets of Regulations in  
one office.
6. Remove unclassified material from safes and  
vault areas.

Non-records material such as the foregoing may be disposed of immediately without concern. But, all your office records require serious attention. Approach your files problems professionally. Be a manager. Don't charge at the mountain of paper emotionally, scattering and destroying according to today's whims. Besides breaking laws, you could do more harm than good and increase your future problems. Instead, be official and systematic; follow these common sense procedures.

- (1) Appoint a Records Manager for your area. Each Directorate has a Senior Records Officer. Every Component needs one too. He will be responsible to control records creation and schedule their disposition in your office.
- (2) Have him inventory your record holdings and plan the periods for their active life cycle, their inactive storage, and eventual disposition.
- (3) Have the component Chief review his Records Schedule to ensure your office requirements. It is not difficult to determine how long you use certain types of records in the office, how much longer your operations might need to recall them from inactive storage, and approximately when you will no longer need them. Your Senior Records Officer will help. The Agency Records Officer will review that Schedule for Legal or Archival requirements and approve it for implementation.
- (4) Then for years to come, without bothering you your clerical force can follow the Schedule to carry out your policies and regularly destroy obsolete material and systematically transfer inactive files.

Your Records Officer not only will see that your wishes are carried out in records disposition, he can provide similar benefits in controlling the creation, storage, and retrieval phases in the life cycle of your office records. Call your Directorate or Agency Records Management Officer about establishing or updating a total Records Program and Records Control Schedule in your area.

Approved For Release 2001/07/28 : CIA-RDP74-00390R000300080002-5  
SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED		CONFIDENTIAL		X	SECRET
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1					
2					
3					
4	9/8/70. Resubmitted copy				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>When Mr. Coffey read the attached Support Bulletin on preserving important records (which the SB editor published without calling me) Mr. Coffey asked for another emphasizing disposal.</p> <p>Attached is a draft I plan to send to the Records Board before sending to the SB editor. Do you have any suggestions concerning this item of business?</p>					
FOLD HERE TO RETURN TO SENDER					
/FROM: NAME, ADDRESS AND PHONE NO.					DATE
					29 Apr 70
UNCLASSIFIED		CONFIDENTIAL		X	SECRET